

Step-by-Step Instructions to Apply for Clearances

Child Abuse History Certification Online Application (to apply with a paper application, instructions are on the next page)

- <https://www.compass.state.pa.us/CWIS/Public/Home>
- If registering for the first time, choose *Create Individual Account*.
- Read the directions on the next page, and then click *Next*.
- Fill in all the information requested (remember the Keystone ID is a username created by the user) including security questions and the security riddle (if the security riddle is unclear go back to the initial website and you should get a new question). Click *Finish* after completing all fields.
- You will be provided with a temporary password at the email address provided.
- When you receive the email go back to the initial webpage and chose *Login* and if entering for the first time you will be prompted to change your password.
- There will be a series of pages to fill in but remember to select *School Employee Not Governed by Public School Code* for the purpose of the clearance
- When asked about the Certificate Delivery Method, remember to answer *Yes*, you would like to have a paper copy sent to your home or mailing address.
- You must pay for the clearance online (\$13.00) using ether a debit or credit card and then sign electronically.
- The website states that you will be provided with updates regarding the status of your clearance and will be notified when it is ready to be printed. While the website states that the process is automatic, it has been known to take up to two weeks for the clearance to be generated.

Criminal Record Check-PA State Police

- <https://epatch.state.pa.us>
- Have a credit card ready.
- Click on *Submit a New Record Check*
- Select *Individual Request*
- Reason for Request - choose *Other*.
- Accurately complete the information requested and click *Next*.
- Verify, then click on *Proceed*.
- Enter your personal information again and click *Enter the Request*.
- Click on *Finished*.
- Click *Submit* on the Review page
- Enter your credit card information (\$22) and click *Next*.
- Click on the hyperlink for the control number.
- **Very Important:** Write down the Control Number and the date it was processed.
- Click on *Certification Form*.
- Print this form. If you have issues with printing, you will need the CONTROL NUMBER and the DATE you processed the clearance in order to access it on another computer to print.

FBI Background Fingerprinting Check

- <https://uenroll.identogo.com/>
- Enter your Service Code to get started: **1KG6RT**, click **GO** (all teacher ed students use this same code to be fingerprinted for PDE)
- Click **Schedule or Manage Appointment** and complete all *Essential Info* then click **Next**
- Complete all *Additional Info* for **Agency Identifiers** then click **Next** (create a security question and answer, write this down for future reference)
- Complete all *Citizenship* information then click **Next**
- Complete all *Personal Questions* information then click **Next** (you do not have an authorization code)
- Complete all *Personal Information* then click **Next**
- Complete all *Address* information then click **Next**
- Choose the *Identification Document* you will bring to your enrollment then click **Next**
- Search for an *Enrollment Center for Location* to be fingerprinted then click **Next**

- *Select Date* and *Select Time* for fingerprinting appointment then click **Next** (scheduled appointments take priority over Walk-Ins)
- **Print the enrollment screen** (you will also receive an email from IdentoGo by MorphoTrust confirming appointment)
- Hit **Submit**
- You will be prompted to **confirm appointment**. Your payment of \$22.60 will be made at the IdentoGo by MorphoTrust Center via Credit Card, Business Check or Money Order.
- You will receive an email from **PASafeCheck** (status@dev.PASafeCheck.identogo.com) within 10 business days to access your results where you can print your Civil Applicant Response (an unofficial copy).
- **IT IS IMPORTANT THAT YOU PRINT AND SAVE THE CIVIL APPLICANT RESPONSE AS YOU WILL ONLY HAVE ONE CHANCE TO DOWNLOAD AND SAVE YOUR RESULTS! YOU WILL NOT RECEIVE A PAPER COPY IN THE MAIL.** Bring the printed Civil Applicant Response to the clearance submission station.

To check on a clearance request, if there is a delay:

CWIS Support Center: **1-877-343-0494** (PA Child Abuse)

PATCH Helpdesk: **1-888-783-7972** (PA Criminal Record Check)

IdentoGo/Morpho Trust: **1-855-845-7434** (FBI Fingerprinting)